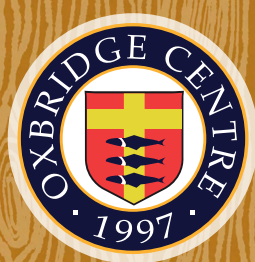


ONLINE CLASS GUIDE





Welcome to OxBridge Centre!

This guide contains all of the information you need to access, participate in and succeed in our regular weekly tuition. Online Learning can be every bit as fulfilling as face-to-face, and we are on a mission to prove this – and excited that you have chosen to come along for the ride.

We are looking forward to having you join us on your online learning journey!

See you very soon,

The Team at OxBridge

THE ONLINE PORTAL

The portal is your home for everything OxBridge!

Log in [here](#).

Via the portal, you will be able to:

- View Class information
- Download Weekly Resources
- Access the Online Learning Environment
- Submit/Review Homework
- Review Markschemes
- Access Your Invoice

CLASSES

Visit 'Classes' on your portal page. It will display information as below:

THE PORTAL DISPLAYS THIS MONTH'S CLASSES ONLY

YOUR WEEKLY CLASS TIME

YOUR FIRST / FINAL CLASSES

August 2022

Classroom(click below)	Class name	Time	Date
Enter Week1 Resource	Maths 4 upload homework	Tue 16:00 ~ 17:00	30/08/2022 ~ 18/07/2023
Enter Week1 Resource	Writing Skills and Reading Comprehension 4 upload homework	Wed 19:00 ~ 20:00	31/08/2022 ~ 19/07/2023

ACCESS THE ONLINE LEARNING ENVIRONMENT

CLASSES OPEN 5 MINUTES BEFORE THE SCHEDULED START TIME.

DOWNLOAD YOUR WEEKLY RESOURCES.

PRIOR TO EACH CLASS, YOU SHOULD PRINT YOUR LEARNING RESOURCES. THESE UPDATE AT 4PM EACH SATURDAY.

SUBMIT/REVIEW HOMEWORK

ONLINE LEARNING ENVIRONMENT

Select 'Enter' to log in to the online learning environment.

The screenshot shows a web interface for an online learning environment. On the left, there are three sections: 'MESSAGES' with a 'Public Chat' icon, 'NOTES' with a 'Shared Notes' icon and a lock icon labeled 'Locked by (Moderator)', and 'USERS (2)' showing two users: 'Harry P (You)' with a lock icon and 'staff'. On the right, there is a 'Public Chat' header and a welcome message box that says 'Welcome to the English class - (Tuesday 7PM)' and '#OxBridge Centre #Student Portal'. At the bottom right, there is a text input field with the placeholder 'Send message to Public Chat' and a blue send button. Below the input field, a red error message reads 'Chat is locked, messages can't be sent'. Annotations with dashed arrows point to various parts of the interface: 'WRITE COMMENTS AS INSTRUCTED IN THE PUBLIC CHAT!' points to the 'Public Chat' icon; 'YOUR TEACHER MAY LEAVE YOU SOME NOTES/WORKINGS HERE' points to the 'Shared Notes' section; 'YOU CAN SEE ALL LOGGED IN USERS HERE' points to the 'USERS (2)' section; 'INPUT ANY PUBLIC MESSAGES TO YOUR TUTOR HERE' points to the text input field; and 'THIS SHOULD BE USED TO GET HELP WITH LEARNING! TRY TO KEEP MESSAGES ON TOPIC.' points to the send button.

WRITE COMMENTS AS INSTRUCTED IN THE PUBLIC CHAT!

YOUR TEACHER MAY LEAVE YOU SOME NOTES/WORKINGS HERE

YOU CAN SEE ALL LOGGED IN USERS HERE

INPUT ANY PUBLIC MESSAGES TO YOUR TUTOR HERE

THIS SHOULD BE USED TO GET HELP WITH LEARNING! TRY TO KEEP MESSAGES ON TOPIC.

MESSAGES

Public Chat

NOTES

Shared Notes
Locked by (Moderator)

USERS (2)

Harry P (You)
Locked

staff

Public Chat

Welcome to the English class
- (Tuesday 7PM)

#OxBridge Centre #Student Portal

Send message to Public Chat

Chat is locked, messages can't be sent

*NOTE - CHAT WILL BE LOCKED UNTIL YOUR TUTOR JOINS THE CLASS

THE CLASS NAME IS
DISPLAYED HERE

YOUR CONNECTION STATUS

<  Class02 - Tuesday 7PM Year6 English



11+

Practice Paper

ENGLISH

Week 1

THIS IS YOUR WEEKLY
RESOURCE! IT
SHOULD MATCH THE
RESOURCE YOU HAVE
DOWNLOADED AND
PRINTED.

Name

Your score

/ 100 = %

Class average

%



ONCE CLASS HAS BEGUN,
CLICK HERE TO ENABLE
YOUR MICROPHONE

HAVE A QUESTION?
RAISE YOUR HAND
HERE.

SYSTEM REQUIREMENTS

The learning environment is designed to be browser-first, which means that it should work through any internet-enabled device without download. The requirements are:

- **Desktop/Laptop with audio input** (microphone) **and output** (speakers).
- **Chrome Browser** (latest version).
- **iOS** (latest version) **or Android** (latest version).
- **Minimum 1.0 Mbits/second upload and 2.0 Mbits/second download.**

Students will get best results by using a traditional laptop or computer. Smaller screens make it harder to follow along and participate effectively.

To test your set-up, please visit <https://test.bigbluebutton.org/>.

Test your set up prior to your first class, to avoid any last minute errors!

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FAQ

What should I do if my microphone doesn't work?

- Check your settings, to ensure that you have enabled access to the microphone in both your browser and computer settings.

What should I do if the connection is lagging?

- Try moving closer to your router and refreshing the class page. If this is something that persists, check that your internet speed meets the specs above.

What should I do if the class closes earlier than anticipated?

- Please go back to your portal page and try again, in case there has been an error from the teacher's end. If the issue persists, please contact our admin team!

Select 'Upload Homework' to view the submission page for each subject.

UPLOAD YOUR HOMEWORK HERE.

- If you want to merge multiple PDF files into 1 PDF file:
Use the [Adobe Merge Tool](#) and follow the instructions on their website.
- If you want to merge multiple JPG files into 1 PDF file:
Use the [JPGtoPDF Merge Tool](#) and follow the instructions on their website.

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HOME SET-UP

High-quality learning is made possible by a high-quality workspace.

Prepare this in advance to ensure your child gets the most from their lessons!

Get your child into a good routine by using the same space each day!



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